

FY 2022 Household Report - Long Form: *Overview & Reminders*

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Children and Families (ACF) presented by APPRISE under contract to OCS

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Webinar Overview

- **Purpose of this Webinar**

- To review the key requirements for completing the FY 2022 Household Report – Long Form.
- To explain the minor report changes for FY 2022 and provide reminders of report changes planned for next year's report (FY 2023)
- To explain the approach for reporting on households assisted with supplemental funds, including American Rescue Plan Act (ARPA) funds.
- To review examples of different reporting scenarios.
- To review the process for submitting and updating the report.

- **Audience for this Webinar**

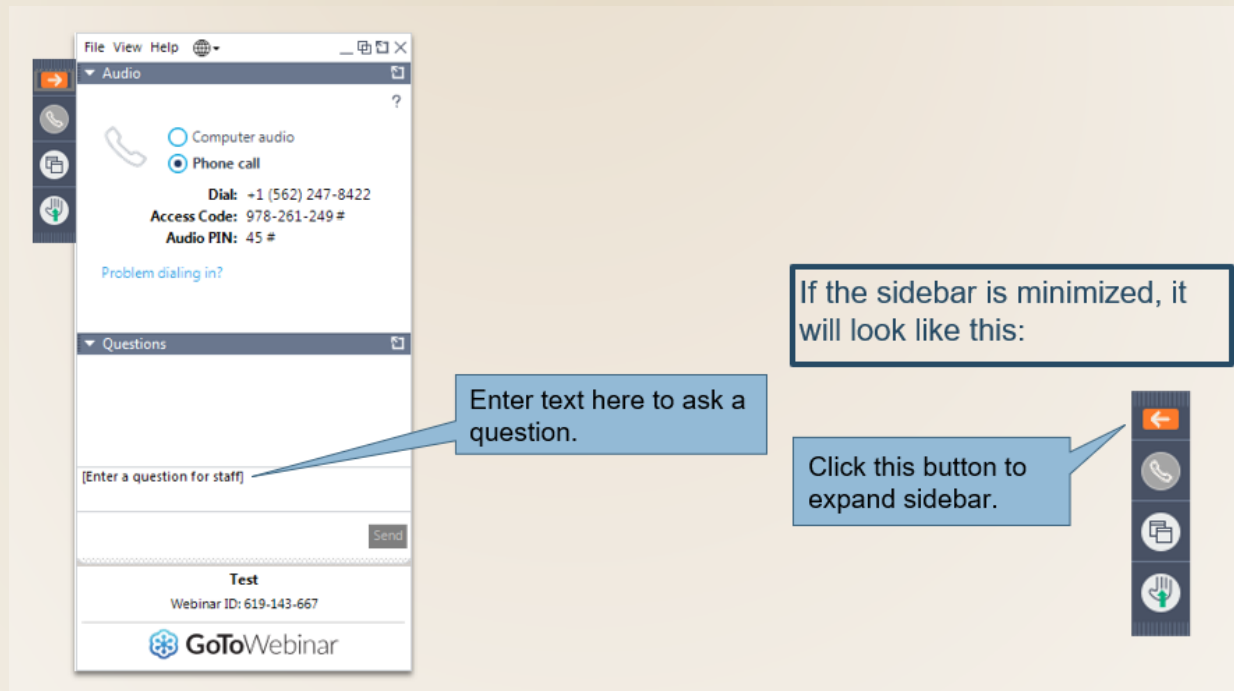
- LIHEAP Coordinators (States and applicable Territories that complete the Long Form).
- Staff and contractors that assist with completing the report.

Webinar Overview

- **Structure of the Webinar**
 - 60-minutes.
 - **Slides available for download now** under “Handouts” in the GoToWebinar Sidebar.
 - The webinar is being recorded and will be published on the ACF YouTube channel.

GoToWebinar Question Box

- **Have a question?**
 - You are encouraged to ask questions as you have them by typing them into the GoToWebinar “Question” box.
 - Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.



Presentation Outline

- | | | |
|----|---|-----------------|
| 1. | Overview of the Household Report – Long Form | Slide 7 |
| 2. | New Updates to the Household Report – Long Form | Slide 9 |
| 3. | Key Concepts & General Reminders | Slide 13 |
| 4. | Reporting Guidance for Supplemental Funding | Slide 23 |
| 5. | Final Reminders | Slide 64 |
| 6. | Extra Slides on Using OLDC | Slide 79 |

Audience Poll Question #1

QUICKPOLL

How experienced are you with working on the *LIHEAP Household Report – Long Form*?

Please select one:

- **Not at all (new to the report)**
- **Not too much (1 to 2 years)**
- **Somewhat experienced (3 to 4 years)**
- **Very experienced (5+ years)**

Overview of the Household Report

History & Purpose

- The Household Report has been submitted by grant recipients since the 1980s. States and applicable territories complete the Long Form and tribal recipients complete a Short Form version.
- The Report allows OCS to report information to Congress about LIHEAP outcomes, as required by the statute.
- Two main types of data need to be reported:
 - Information on households that received LIHEAP assistance.
 - Information on households that applied for LIHEAP assistance.
- Data are...
 - Published in the annual LIHEAP Report to Congress.
 - Published in the [LIHEAP Data Warehouse](#).
 - Used to respond to Congressional and White House inquiries.

In FY 2021, state grantee recipients assisted 5.39 million households with LIHEAP. This figure comes directly from data reported in the Household Report – Long Form.

Overview of the Household Report

Relation to Other Reports

Model Plan

(Submitted with data for a fiscal year)

- What you plan to do during a fiscal year

Household Report

(Submitted with data for a fiscal year)

- Counts of households served in the prior fiscal year

Module 1 Grantee Survey

(Submitted with data for a fiscal year)

- How funds available in the prior fiscal year were obligated for different types of assistance

Module 2 Performance Measures

(Submitted with data for a fiscal year)

- How LIHEAP assistance in the prior fiscal year impacted household energy burdens and access to energy service

Quarterly LIHEAP Report

(Submitted with data each quarter)

- Key indicators on LIHEAP activity during the past quarter

Carryover Report & SF-425

(Submitted with data for a fiscal year)

- Fiscal reports on obligations and expenditures

New Updates to the Household Report – Long Form

Overview of Changes for the FY22 Report

- There are no major changes to the report from last year.
 - The reporting requirements and data points remain the same as last year. There are no new reporting items required or requested for the FY22 Report.
 - Grant recipients can use the same procedures or queries as last year to complete the report, as long as you account for any program changes you made that might require procedure updates or changes from last year.
 - *For example, if you did not use ARPA funds until FY 2022, this Household Report will be the first where you report on households assisted with ARPA funds.*
 - As in the past, the report will be submitted in the OLDC system.
 - The instructions and training materials from last year are still applicable and can be referenced as you prepare your FY 22 reports.

New Updates to the Household Report

Overview of Changes for the FY22 Report

- There has been a minor change to the layout of the report from last year.
- Minor Layout Change:
 - For each assistance type, HHS has added a fourth RESERVED line to the report in the event that additional LIHEAP supplemental funds are released.
 - **This line is NOT applicable for the FY22 report. No data needs to be entered on this line and OCS is working to have the line locked from editing in OLDC.**

1. Heating	0
2. Heating (CARES Act funding)	0
3. Heating (American Rescue Plan Act funding)	0
4. Heating (Reserved for other supplemental funding)	

New Updates to the Household Report

Changes Coming for FY 2023

- In January, HHS issued a Dear Colleague Letter about proposed changes to the Household Report for FY 2023 to collect new demographic items.
- HHS submitted a Federal Register Notice in July requesting comments about collecting new demographic items on the Household Report beginning with next year's FY 2023 Report. A second 30-day notice was issued recently prior to submitting the proposed changes to OMB for approval.
- These proposed changes do not impact the FY 2022 Report.
- We will briefly review the proposed changes later in the webinar.

New Updates to the Household Report – Long Form

Status and Due Date

- The report is not yet available in the OLDC system.
- OCS is planning to release communications soon to alert grant receipts when the report is available on OLDC and to provide the final report information.
- There is no change planned for the due date of the report. **As in the past, the due date to submit the report with final data is December 30.**

Key Concepts & General Reminders



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Key Concepts for Reporting *Data Needed*

Grant recipients need the following information for each household:

- **Types of Assistance Received and Funds Used**
 - Regular Assistance Types (heating, cooling)
 - Crisis Assistance Types (winter, summer, year-round, other)
 - Weatherization
 - Nominal Benefits (SNAP)
- **Household Poverty Interval**
 - Assigned Poverty Interval based on household poverty level
- **Vulnerable Member Information**
 - Elderly household member (60+ years old)
 - Disabled household member
 - Young children under age six
 - OPTIONAL – Young children under age 3
 - OPTIONAL – Young children aged 3 to 5

Key Concepts for Reporting *Assisted and Applicant Households*

- **Assisted Households (Sections I to III and VI to VII)**
 - Households where a client received LIHEAP assistance using federal LIHEAP funds during the federal fiscal year (October 1 to September 30).
 - Report on households, not total persons or the head of household.
 - Do not count “approved” households that did not receive assistance.
- **Applicant Households (Section IV and V)**
 - Households where a client applied for LIHEAP assistance during the federal fiscal year (October 1 to September 30).
 - The definition of “applicant” is not defined by the LIHEAP statute. Grant recipients should report applicant households according to their definitions.

Key Concepts for Reporting *Counts of Households, Not Counts of Benefits*























- For the Household Report, you must always report households and *not* individual benefits.
- **For each line of the report, a household is only counted once in that line.**
 - Example: The Johnson household received two year-round crisis benefits (one in the winter, one the spring). While they received two benefits, they are one household and should be counted once when reporting the count of households that received year-round crisis assistance.
- **Households should be reported for each applicable type of assistance they receive (i.e., reported in each applicable line).**
 - Example: The Lee household received one heating benefit and one cooling benefit. Report the Lee household under the applicable “heating assistance” lines and under “cooling assistance” lines, but only once each under “bill payment assistance” and “any type of LIHEAP assistance.”

Key Concepts for Reporting

Reporting “Any Type of Assistance” & “Bill Payment Assistance”

- The Household Report requires grant recipient to report an unduplicated count across different categories of assistance.
- **Bill Payment Assistance** = Report the count of households that received at least one benefit used to pay a share of the household’s energy bills and utility deposits. This does not include assistance for weatherization or equipment assistance.
- **Any Type of Assistance** = Report the total count of households that received any LIHEAP assistance, including bill payment assistance, weatherization, or equipment assistance.

Example:

HEATING	 Jones  Smith  Rodriguez  Jones (2 nd Heating Benefit)	   = 3 households (Jones, Smith, Rodriguez)
COOLING	 Jones  Rodriguez	  = 2 households (Jones, Rodriguez)
WX	 Lee  Rodriguez	  = 2 households (Lee, Rodriguez)
ANY TYPE OF ASSISTANCE		    = 4 households (Jones, Smith, Rodriguez, Lee)
BILL PAYMENT ASSISTANCE		   = 3 households (Jones, Smith, Rodriguez)

Key Concepts for Reporting

Reporting “Any Type of Vulnerability”

- In Section III, Column D, “Elderly, Disabled, or Young Child”, grant recipients must report an unduplicated count for each type of assistance with **at least one vulnerable member**.

Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating				
2. Heating (CARES Act funding only)				
3. Heating (American Rescue Plan Act funding)				
4. Heating (Reserved for other supplemental funding)				

- A household with multiple members with the same vulnerability type should only be counted once under each column.
- You should **NOT** add across the Elderly + Disabled + Young Child columns, because households can have more than one type of vulnerability. This count should be less than the sum of elderly, disabled, and young child households in each row/type of assistance.

Key Concepts for Reporting

Reporting “Any Type of Vulnerability” – Example

- ❑ Example:
 - ❑ Household A has an elderly member and a disabled member
 - ❑ Household B has a disabled member and a young child
 - ❑ Household C has an elderly member
 - ❑ Household D has no vulnerable members

Household Scenarios	Elderly	Disabled	Young Child	Any Type of Vulnerability
Household A	Yes	Yes	No	Yes
Household B	No	Yes	Yes	Yes
Household C	Yes	No	No	Yes
Household D	No	No	No	No
Total Households to Report	2	2	1	3

Reminder #1:

Reporting for Each Type of Assistance

- Report households that received assistance during the Federal Fiscal Year 2022 (October 1, 2021 to September 30, 2022). This includes households served with prior year funds.
- If a grant recipient indicated that it planned to provide a particular type of assistance in their FY 2022 Model Plan, we would expect to see households reported under that type of assistance in their FY 2022 Household Report.
- In Section II, we would expect grant recipients to only report households that fall within the gross income thresholds specified in their Model Plans.
 - **REMINDER:** Grant recipients should assign each household to a poverty interval using the 2021 HHS Poverty Guidelines.
 - The guidelines are available here: <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2021-02-federal-poverty-guidelines-optional-use-federal-fiscal-year>.

Reminder #2:

Collecting & Matching Data from Program Partners

- Some grant recipients may not directly capture information for Crisis or Weatherization Assistance in their primary LIHEAP data tracking systems.
- Examples:
 - Your Weatherization Department administers your LIHEAP Weatherization component.
 - A sub-grant recipient administers an emergency equipment program.
- **In this situation, Grant recipients need to obtain household-level data from their subgrantees or program partners who record this information.**
- Household-level data is needed to confirm an accurate count of households that received “Any Type of LIHEAP Assistance” by matching households that received Crisis/Weatherization Assistance to households that received other types of LIHEAP assistance.
- Please contact APPRISE if you need assistance with this.

Reminder #3:

Include Notes to Explain Reporting

- The Household Report includes a **Notes section**.
- If you receive a Warning message in OLDC, you can explain the issue in a note.
- **In FY 2022, the Notes section specifically prompts grant recipients to enter any explanation needed regarding the reliability and/or validity of their data.**

Remarks

Enter any explanation needed regarding the reliability and/or validity of the above-reported data:

- Notes are reviewed and provide useful context. Please leave notes to explain information that is out of the ordinary or to provide clarification.
- Notes allow for an accurate understanding of the reported data, and OCS uses information from these notes in the Report to Congress.

Reporting Guidance for Supplemental Funding



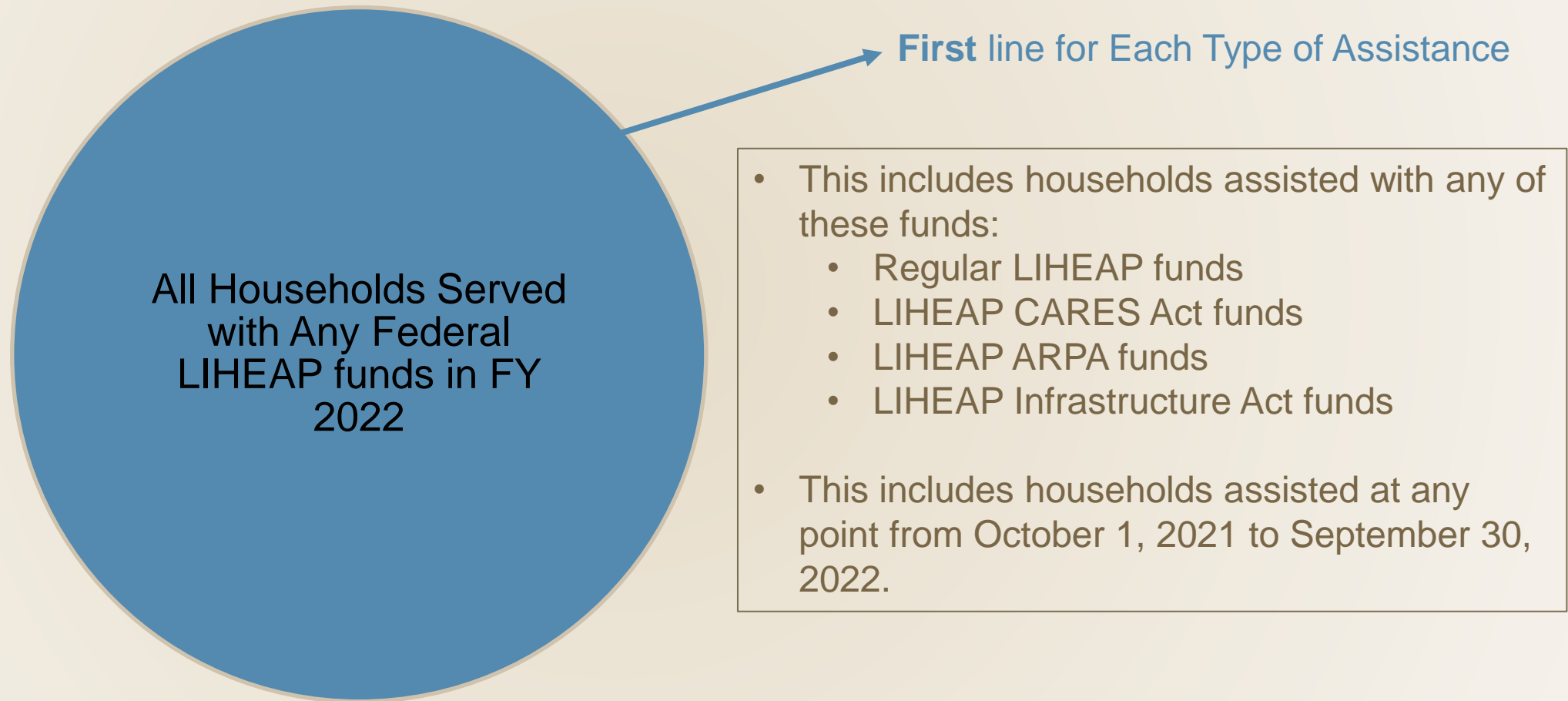
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Reporting Guidance for Each Type of Assistance Overview

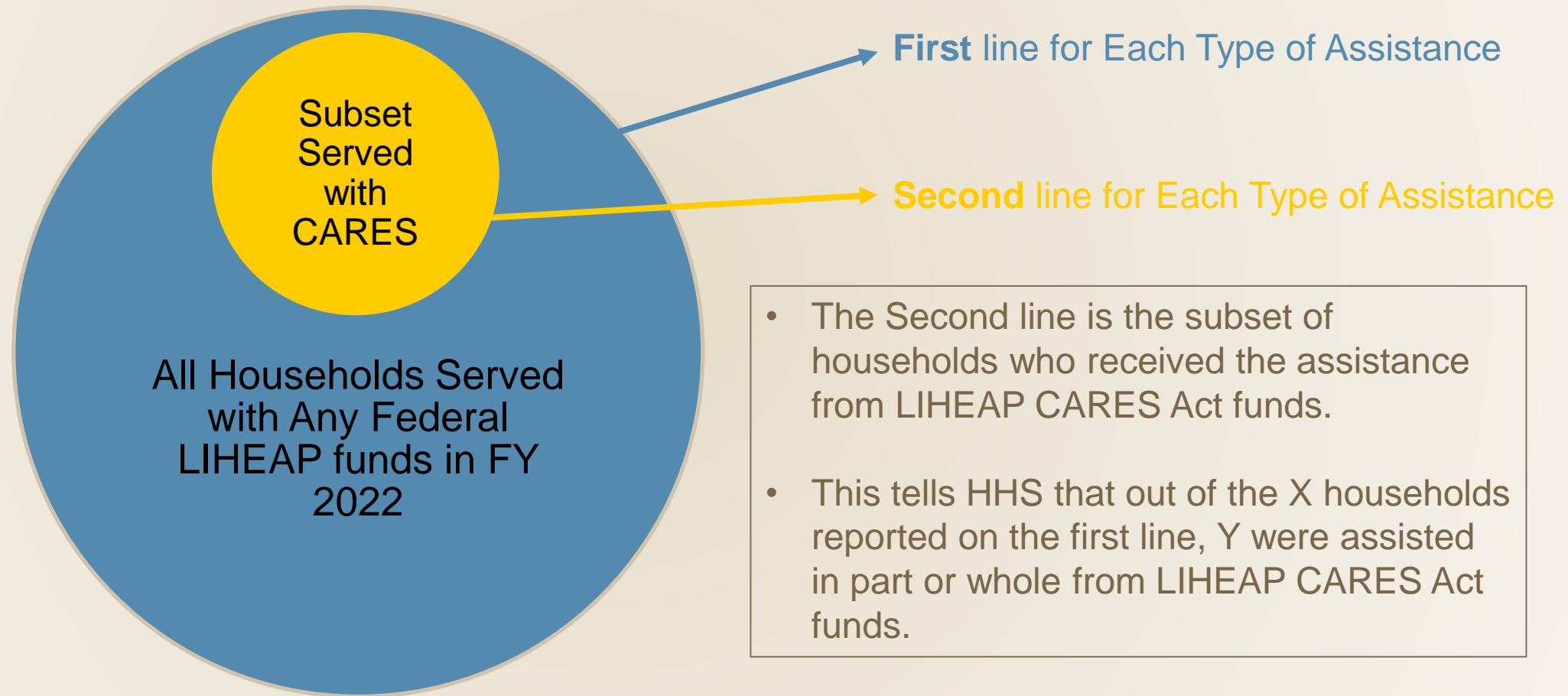
I. Number of Assisted Households		
Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	<input type="checkbox"/>	<input type="text"/>
2. Heating (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
3. Heating (American Rescue Plan Act funding)	<input type="checkbox"/>	<input type="text"/>

- **First Line** - Submit data on *total households regardless of funding source*. This is consistent with what grant recipients were required to report in the past.
- **Second Line** - Submit data on *the subset of households* that were assisted with LIHEAP CARES Act funding. This includes any households whose assistance was *fully or partially* funded by CARES dollars.
- **Third Line** - Submit data on *the subset of households* that were assisted with LIHEAP ARP Act funding. This includes any households whose assistance was *fully or partially* funded by ARP dollars.

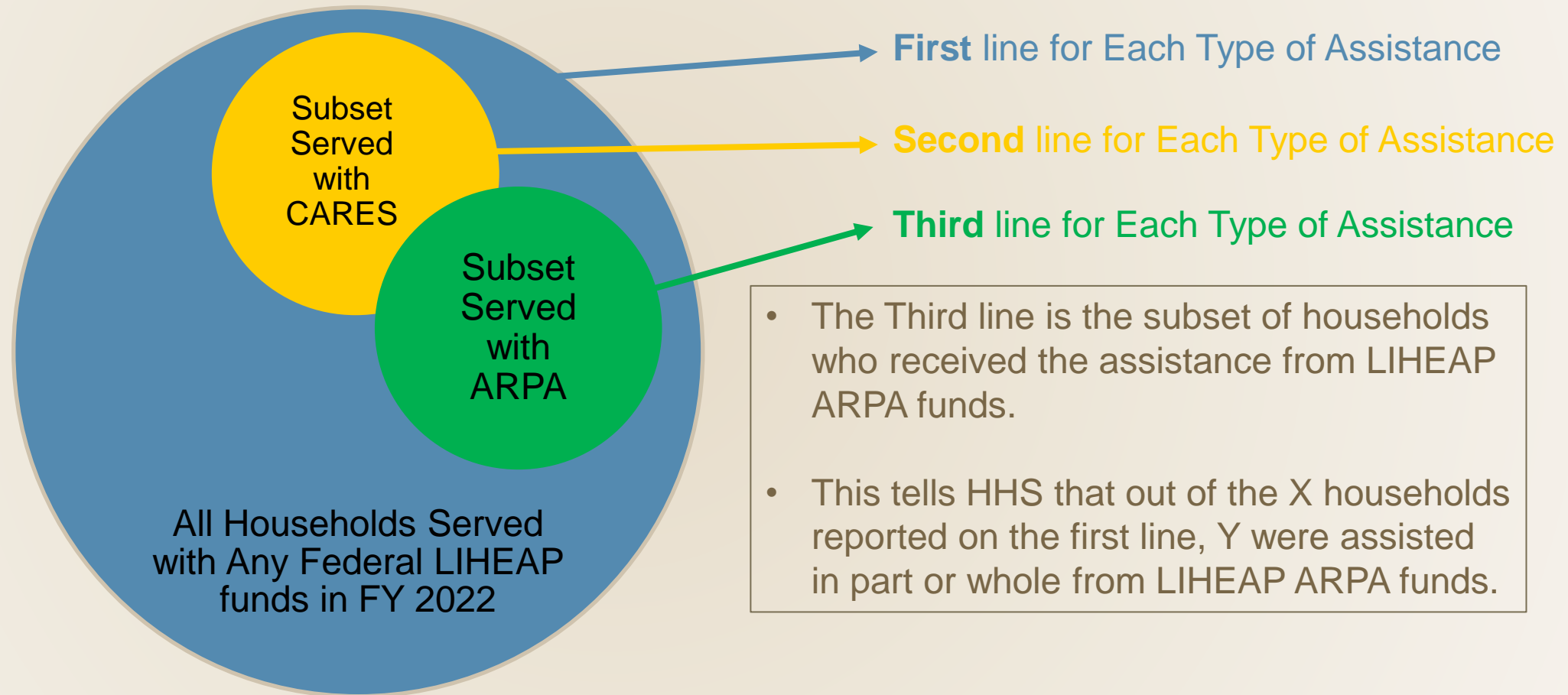
Reporting Guidance for Each Type of Assistance *Overview*



Reporting Guidance for Each Type of Assistance Overview



Reporting Guidance for Each Type of Assistance Overview



Reporting Guidance for Each Type of Assistance

First Line for Each Assistance Type

I. Number of Assisted Households		
Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	<input type="checkbox"/>	
2. Heating (CARES Act funding only)	<input type="checkbox"/>	
3. Heating (American Rescue Plan Act funding)	<input type="checkbox"/>	

- The first line under each type of assistance is used to report total households that received that type of assistance using any federal LIHEAP funds.
 - **Include** all households that received this type of assistance with federal funds. This includes households assisted with regular LIHEAP funds, LIHEAP CARES funds, or LIHEAP ARPA funds, or a mixture of those funds.
 - **Note:** The federal funding type used does not matter for this line.
- **Key Point:** This is consistent with what grant recipients were required to report in the past (counting all households assisted with federal LIHEAP funds).

Reporting Guidance for Each Type of Assistance

Second Line for Each Assistance Type

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	<input type="checkbox"/>	<input type="text"/>
2. Heating (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
3. Heating (American Rescue Plan Act funding)	<input type="checkbox"/>	<input type="text"/>

- The second line under each type of assistance is the subset of households that received that assistance from LIHEAP CARES Act funds.
 - **Include** households who received a benefit for that particular type of assistance that was *fully or partially* funded with LIHEAP CARES Act funds.
 - **Exclude** households whose benefit for that type of assistance was paid without any LIHEAP CARES Act funds (i.e., only regular LIHEAP funds and/or LIHEAP ARPA funds were used to provide that assistance to the household).
- **Key Point:** *The same households reported here need to be included in the first line as well. The second line is a subset of households in the first line.*

Reporting Guidance for Each Type of Assistance

Third Line for Each Assistance Type

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	<input type="checkbox"/>	<input type="text"/>
2. Heating (CARES Act funding only)	<input type="checkbox"/>	<input type="text"/>
3. Heating (American Rescue Plan Act funding)	<input type="checkbox"/>	<input type="text"/>

- The third line under each type of assistance is the subset of households that received that assistance from LIHEAP ARPA funds.
 - **Include** households who received a benefit for that particular type of assistance that was *fully or partially* funded with LIHEAP ARP Act funds.
 - **Exclude** households whose benefit was paid without any LIHEAP ARP Act funds (i.e., only regular LIHEAP funds and/or LIHEAP CARES funds were used to provide the assistance to the household).
- **Key Point:** *The same households reported here need to be included in the first line as well. The third line is a subset of households in the first line.*

Reporting Guidance for Each Type of Assistance

Grant Recipient Uses of Supplement Funds

- Grant recipients could have used CARES or ARPA funds during FY 2022 to provide households with assistance in several ways, including:
 1. Providing extra supplemental benefits to households who already received benefits for that assistance from regular LIHEAP funds or other supplemental funds (i.e., increasing the benefit level provided to recipient households).
 2. Serving more households by providing additional households with an existing type of assistance (i.e., serving more eligible households with a particular type of assistance)
 3. Furnishing new assistance that was not previously offered (i.e., creating a new program component)

Reporting Guidance for Each Type of Assistance

Identifying LIHEAP CARES & ARPA Households

Assisted Households (Applicable to Sections I, II, III, and VI)

- If a grant recipient expended any LIHEAP CARES/ARPA funds to provide households with benefits during FFY 2022 for any type of assistance, they need to count and report those households.
 - This must include the households that received a benefit that was *fully or partially* funded with CARES/ARPA funds.
- If a grant recipient did not expend any of their LIHEAP CARES/ARPA funds to provide benefits during FFY 2022 for a type of assistance, the total number reported should be zero.

Reporting Guidance for Each Type of Assistance

Identifying LIHEAP CARES & ARPA Households

Applicant Households (Applicable to Sections IV and V)

- If a grant recipient expended any LIHEAP CARES/ARPA funds to provide households with benefits during FFY 2022 for a type of assistance, you need to count and report the number of LIHEAP CARES/ARPA *applicant* households.
- Grant recipients can use different approaches to report this:
 - If grant recipients had a separate application form or process for a household to apply to receive a CARES/ARPA-funded benefit, they can report the number of households that used that form or process.
 - If a grant recipient did not have a distinct application form or process to apply to receive a CARES/ARPA-funded benefit, they can:
 - Report the total number of households that applied for that type of assistance, i.e., repeating the information reported for the first line; or
 - Report the number of households that applied for that type of assistance after it began issuing CARES/ARPA-funded benefits.

Scenario #1: Grant Recipient X Provides Supplemental Benefits



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Scenario #1

Grant Recipient X Provides Supplemental Benefits

Heating Assistance

- Grant Recipient (GR) X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	
3. Heating (American Rescue Plan Act funding)	
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1

Grant Recipient X Provides Supplemental Benefits

Heating Assistance

- ❑ GR X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.
- ❑ GR X decided to use LIHEAP ARP Act funds to provide all 5,000 households that got Heating Assistance with a supplemental ARP Act Heating Assistance benefit.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	
3. Heating (American Rescue Plan Act funding)	5,000
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1

Grant Recipient X Provides Supplemental Benefits

Heating Assistance

- ❑ GR X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.
- ❑ GR X decided to use LIHEAP ARP Act funds to provide all 5,000 households that got Heating Assistance with a supplemental ARP Act Heating Assistance benefit.
- ❑ GR X had also expended some of their CARES Act LIHEAP allotment in FY 2022. They decided to use those funds to provide a *second* supplemental payment to the 500 households with highest pre-LIHEAP energy burdens

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
d. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1

Grant Recipient X Provides Supplemental Benefits

Heating Assistance

- ❑ GR X provided 5,000 households with Heating Assistance using their regular LIHEAP funds.
- ❑ GR X decided to use LIHEAP ARP Act funds to provide all 5,000 households that got Heating Assistance with a supplemental ARP Act Heating Assistance benefit.
- ❑ GR X had also expended some of their CARES Act LIHEAP allotment in FY 2022. They decided to use those funds to provide a second supplemental payment to the 500 households with highest pre-LIHEAP energy burdens
- ❑ Because the supplemental benefits were offered *in addition* to the regular LIHEAP benefit for each household, the unduplicated count of households receiving heating assistance is 5,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1

Grant Recipient Provides Supplemental Benefits

Crisis & Weatherization

- ❑ GR X did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1

Grant Recipient X Provides Supplemental Benefits

Crisis & Weatherization

- ❑ GR X did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.
- ❑ However, they did serve 2,000 households with Crisis Assistance and 500 households with Weatherization assistance using regular LIHEAP funds. So, we can fill in Lines 9a and 10 accordingly.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
9. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #1

Grant Recipient X Provides Supplemental Benefits

Any Type of Assistance

- ❑ After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, GR X indicates that 6,000 households received ANY Type of Assistance.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
9. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	6,000
15. Any type of LIHEAP assistance (CARES Act funding only)	500
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	5,000

Scenario #1

Grant Recipient X Provides Supplemental Benefits

Any Type of Assistance

- ❑ After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, GR X indicates that 6,000 households received ANY Type of Assistance.
- ❑ However, since ARPA and CARES funds were only used to provide supplemental benefits, and were not used for Crisis or Weatherization, we know the counts on Lines 15 and Line 16 should match Line 2 and Line 3, respectively.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	500
3. Heating (American Rescue Plan Act funding)	5,000
9. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	6,000
15. Any type of LIHEAP assistance (CARES Act funding only)	500
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	5,000

Scenario #2: Grant Recipient Y Serves New Households



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Scenario #2

Grant Recipient Y Serves New Households

Heating Assistance

- ❑ Like GR X, GR Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.
- ❑ However, GR Y decided to use their CARES and ARPA funds to provide additional households with Heating Assistance.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	
3. Heating (American Rescue Plan Act funding)	
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2

Grant Recipient Y Serves New Households

Heating Assistance

- ❑ Like GR X, GR Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.
- ❑ However, GR Y decided to use their CARES and ARPA funds to provide additional households with Heating Assistance.
- ❑ 3,000 new households received Heating Assistance from the LIHEAP CARES funds and;

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2

Grant Recipient Y Serves New Households

Heating Assistance

- ❑ Like GR X, GR Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.
- ❑ However, GR Y decided to use their CARES and ARPA funds to provide additional households with Heating Assistance.
- ❑ 3,000 new households received Heating Assistance from the LIHEAP CARES funds and;
- ❑ 2,000 new households received Heating Assistance from the ARP Act funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2

Grant Recipient Y Serves New Households

Heating Assistance

- ❑ Like GR X, GR Y also provided 5,000 households with Heating Assistance using their regular LIHEAP funds.
- ❑ However, GR Y decided to use their CARES and ARPA funds to provide additional households with Heating Assistance.
- ❑ 3,000 new households received Heating Assistance from the LIHEAP CARES funds and;
- ❑ 2,000 new households received Heating Assistance from the ARP Act funds.
- ❑ Because the households served with each of type of funds are mutually exclusive groups, we see that the total number of households served with heating assistance is 10,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	
c. Year Round (American Rescue Plan Act funding)	
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2

Grant Recipient Y Serves New Households

Crisis & Weatherization

- Like GR X, GR Y did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2

Grant Recipient Y Serves New Households

Crisis & Weatherization

- ❑ Like GR X, GR Y did not issue any Crisis or Weatherization Assistance using CARES or ARPA funds.
- ❑ However, they did serve 2,000 households with Crisis Assistance and 500 households with Weatherization assistance using regular LIHEAP funds. So, we can fill in Lines 9a and 10 accordingly.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
9. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2

Grant Recipient Y Serves New Households

Any Type of Assistance

- ❑ After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, GR Y indicates that 10,500 households received ANY Type of Assistance.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
m. _____	
n. (CARES Act funding only)	
o. (American Rescue Plan Act funding)	
p. _____	
8. Weatherization	500
9. Weatherization (CARES Act funding only)	0
10. Weatherization (American Rescue Plan Act funding)	0
11. Any type of LIHEAP assistance	10,500
12. Any type of LIHEAP assistance (CARES Act funding only)	
13. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #2

Grant Recipient Y Serves New Households

Any Type of Assistance

- ❑ After de-duplicating households that received Heating Assistance, Crisis Assistance, and Weatherization Assistance, GR Y indicates that 10,500 households received ANY Type of Assistance.
- ❑ However, since ARPA and CARES funds were only used to provide heating benefits, and were not used for Crisis or Weatherization, we know the counts on lines 15 and 16 should match Lines 2 and Line 3, respectively.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	10,000
2. Heating (CARES Act funding only)	3,000
3. Heating (American Rescue Plan Act funding)	2,000
9. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. _____	
r. (CARES Act funding only)	
s. (American Rescue Plan Act funding)	
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	10,500
15. Any type of LIHEAP assistance (CARES Act funding only)	3,000
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	2,000

Scenario #3:

Grant Recipient Z Offers New Assistance Component



ADMINISTRATION FOR
CHILDREN & FAMILIES

Scenario #3

Grant Recipient Z Offers New Assistance Component

Heating Assistance

- ❑ GR Z expended all their CARES funds in FY 2021. So, all CARES lines can be left blank or entered as 0 for FY 2022.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	
4. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	
q. <u>Disaster Relief Program</u>	
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Heating Assistance

- ❑ GR Z expended all their CARES funds in FY 2021. So, all CARES lines can be left blank or entered as 0 for FY 2022.
- ❑ GR Z also did NOT use their ARPA funds to provide standard Heating Assistance. So, Line 3 is also 0.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	
q. <u>Disaster Relief Program</u>	
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Heating Assistance

- ❑ GR Z expended all their CARES funds in FY 2021. So, all CARES lines can be left blank or entered as 0 for FY 2022.
- ❑ GR Z also did NOT use their ARPA funds to provide standard Heating Assistance. So, Line 3 is also 0.
- ❑ GR Z provided all standard Heating Assistance with regular LIHEAP funds only. They served 7,000 households with Heating Assistance, so we know that Line 1 should be 7,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	
q. <u>Disaster Relief Program</u>	
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Crisis & Weatherization

- ❑ GR Z did NOT use CARES or ARPA funds to provide Year-Round Crisis or Weatherization.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. <u>Disaster Relief Program</u>	
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	
10. Weatherization	
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Crisis & Weatherization

- ❑ GR Z did NOT use CARES or ARPA funds to provide Year-Round Crisis or Weatherization.
- ❑ However, they did serve 3,000 households with Crisis Assistance and 500 households with Weatherization assistance using regular LIHEAP funds. So, we can fill in Lines 9a and 10 accordingly.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	3,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. <u>Disaster Relief Program</u>	
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Crisis & Weatherization

- ❑ GR Z did NOT use CARES or ARPA funds to provide Year-Round Crisis or Weatherization.
- ❑ However, they did serve 3,000 households with Crisis Assistance and 500 households with Weatherization assistance using regular LIHEAP funds. So, we can fill in Lines 9a and 10 accordingly.
- ❑ Additionally, GR Z used their ARPA Funds to create and provide a new Crisis Assistance component in FY 2022 – **Disaster Relief Program**.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	3,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. <u>Disaster Relief Program</u>	
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Crisis & Weatherization

- ❑ GR Z did NOT use CARES or ARPA funds to provide Year-Round Crisis or Weatherization.
- ❑ However, they did serve 3,000 households with Crisis Assistance and 500 households with Weatherization assistance using regular LIHEAP funds. So, we can fill in Lines 9a and 10 accordingly.
- ❑ Additionally, GR Z used their ARPA Funds to create and provide a new Crisis Assistance component in FY 2022 – **Disaster Relief Program**.
- ❑ The **Disaster Relief Program** was only funded by ARPA and only available to households that had already received a regular heating benefit. 1,000 households were ultimately served with this assistance. So 9q and 9s are both 1,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	3,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. <u>Disaster Relief Program</u>	1,000
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	1,000
10. Weatherization	500
11. weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Any Type of Assistance

- ❑ In order to receive any crisis or weatherization benefit from GR Z, a household must first have received a standard heating benefit. Thus, the number of households that received ANY Type of Assistance (Line 14) should match Line 1 at 7,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	3,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. <u>Disaster Relief Program</u>	1,000
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	1,000
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	7,000
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Any Type of Assistance

- ❑ In order to receive any crisis or weatherization benefit from GR Z, a household must first have received a standard heating benefit. Thus, the number of households that received ANY Type of Assistance (Line 14) should match Line 1 at 7,000.
- ❑ Since CARES funds were all expended in FY 2021, Line 15 remains 0.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	3,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. <u>Disaster Relief Program</u>	1,000
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	1,000
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	7,000
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	

Scenario #3

Grant Recipient Z Offers New Assistance Component

Any Type of Assistance

- ❑ In order to receive any crisis or weatherization benefit from GR Z, a household must first have received a standard heating benefit. Thus, the number of households that received ANY Type of Assistance (Line 14) should match Line 1 at 7,000.
- ❑ Since CARES funds were all expended in FY 2021, Line 15 remains 0.
- ❑ Since ARPA funds were only used for the new **Disaster Relief Program** in FY 2022, Line 16 matches lines 9q and 9s at 1,000.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	7,000
2. Heating (CARES Act funding only)	0
3. Heating (American Rescue Plan Act funding)	0
9. Crisis	
a. Year Round	3,000
b. Year Round (CARES Act funding only)	0
c. Year Round (American Rescue Plan Act funding)	0
q. <u>Disaster Relief Program</u>	1,000
r. (CARES Act funding only)	0
s. (American Rescue Plan Act funding)	1,000
10. Weatherization	500
11. Weatherization (CARES Act funding only)	0
12. Weatherization (American Rescue Plan Act funding)	0
14. Any type of LIHEAP assistance	7,000
15. Any type of LIHEAP assistance (CARES Act funding only)	0
16. Any type of LIHEAP assistance (American Rescue Plan Act funding)	1,000

Reporting Guidance for Each Type of Assistance

Recommendations for IT Staff

- Confirm that you have fields to identify each type of benefit a household received and the type of funds used to provide that benefit.
- Check that your results agree with other information you know about how funds were used during FY 2022.
- **Example Approach**
 - Generate the statistics for all households – these are the figures for the first line of each assistance type.
 - Generate the same statistics for only the subset that received CARES to fill in the second lines (i.e., filter to only those households marked as having received CARES-funded assistance).
 - Generate the same statistics for only the subset that received ARPA to fill in the third lines (i.e., filter to only those households marked as having received ARPA-funded assistance).

Final Reminders



ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders

Household Report Changes

- There are no changes to the form structure or sections for the FY 2022 Household Report.
- For each type of assistance, grantees still report on total households (first line), the subset of households that were assisted with CARES Act funds (second line), and the subset of households that were assisted with ARP Act funds (third line).
- There are only two changes from last year's FY 2021 report:
 - A fourth line for each type of assistance has been reserved for other supplemental funds releases in future years, but this will not be open or editable in the FY 2022 report.
 - The notes section prompts grant recipients to provide any necessary explanations regarding the reliability and/or validity of their data.
- Grant Recipients facing challenges with understanding the reporting requirements should contact APPRISE.

Final Reminders

Due Dates, Submission, Validation

- **Final Household Report – due in OLDC on December 30, 2022.**
 - The final Household Report must contain final data from grant recipient tracking systems and program records.
 - Once all data are final, grant recipients must select “no” in response to the question in the Instructions section: “Do the data below include estimated figures?” They must also uncheck any “estimated data” checkboxes in Sections I & IV.
- Remember that the Household Report must be:
 - Entered in OLDC
 - Saved in OLDC
 - Certified by the appropriate person
 - Submitted by the appropriate person
- The Household Report includes validation checks in OLDC. **If you receive any messages that you are unsure about or which prevent you from submitting your report, please contact APPRISE.**

Final Reminders

Submission Process

- To complete this reporting requirement, you need to **submit** your form in the OLDC System.
- To submit the form, first enter and save your report. When ready, **validate** it. Once the form is valid and correct, **certify and submit**.

Save ➡ Validate ➡ Certify ➡ Submit

OLDC Home Form Selection **Report** Report Form Status

Program Name: Low Income Home Energy Assistance
Grantee Name: [REDACTED]
Report Name: Household Report - Long Form
Report Period: 10/01/2020 - 09/30/2021
Report Status: Initialized

Report Progress

Initialized ☒ Edit-Saved ☐ Validated ☐ Certified ☐ Submitted ☐ In Review ☐ C/O Approved ☐

Save View/Add Attachments Validate Print

- The individuals who have permission to certify and submit may vary based on how you initially set up your OLDC account, but the user with the role "**Grant Administrator**" may perform all actions by default.

Final Reminders

OLDC Warning & Error Messages

- Several validation checks are programmed into OLDC, and a warning or error message will appear if a check fails.
- Warning Messages indicate data that may be correct but require confirmation and additional explanation in the “Notes” section of the form.
- Fatal Error Messages indicate inconsistent data that must be corrected before Grant Recipients are able to submit their Household Report in OLDC.
- **If either a warning or error message appears and you are unable to resolve it, contact APPRISE for assistance.**

Final Reminders

Updating & Revising the Report

- After you submit your report...
 - APPRISE will e-mail grant recipients to alert them to any issues or questions based on a review of the submitted Household Report.
 - Grant recipients should provide a response and make any corrections to the report.
 - When the report is confirmed to be complete, your liaison will accept it in OLDC. Your final approved report information will be used for the LIHEAP Report to Congress.
- If you later identify a correction or change is needed, you will need to submit a revision in OLDC.

Proposed Changes for Future Household Reports

Main Changes

- HHS has proposed revising the Household Report to collect new demographic items.
- These new demographic items correspond to what HHS asks grant recipients to submit for LIHWAP. The categories are consistent with the LIHWAP categories.
- More information about these reporting enhancements can be found here:
 - January Dear College Letter: <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-dcl-2022-03-preparation-data-collection-and-reporting-enhancements>
 - Federal Register Notice #1: <https://www.federalregister.gov/documents/2022/07/01/2022-14057/proposed-information-collection-activity-annual-report-on-households-assisted-by-the-low-income-home>
 - Federal Register Notice #2: <https://www.federalregister.gov/documents/2022/11/22/2022-25336/submission-for-omb-review-annual-report-on-households-assisted-by-the-low-income-home-energy>

Proposed Changes for Future Household Reports

Reporting Enhancements – New Items Required in FY 2023

- Items Proposed for Required Reporting in FY 2023
 - ***Number of Assisted Household Main Applicants by Race***
 - American Indian or Alaska Native/ Asian/ Black or African American/ Native Hawaiian or other Pacific Islander/ White/ Multi-race (two or more of the above)/ Other/ Unknown or Not reported.
 - ***Number of Assisted Household Main Applicants by Ethnicity***
 - Hispanic, Latino, or Spanish Origins/ Not Hispanic, Latino, or Spanish Origins/ Unknown or Not reported.
 - ***Number of Assisted Household Main Applicants by Gender***
 - Self Identified Male/ Self Identified Female/ Other/ Unknown or Not Reported

Proposed Changes for Future Household Reports

Reporting Enhancements – New Items Required in FY 2024 (Optional in FY 2023)

- Items Proposed for Required Reporting in FY 2024 (Optional for FY 2023)
 - ***Number of Assisted Households by Owner/Renter Status***
 - Own/ Rent with separately billed utilities/ Rent with utilities included in fee/ Other/ Unknown or Not Reported.
 - ***Number of All Assisted Household Members by Race***
 - American Indian or Alaska Native/ Asian/ Black or African American/ Native Hawaiian or other Pacific Islander/ White/ Multi-race (two or more of the above)/ Other/ Unknown or Not reported.
 - ***Number of All Assisted Household Members by Ethnicity***
 - Hispanic, Latino, or Spanish Origins/ Not Hispanic, Latino, or Spanish Origins/ Unknown or Not reported.
 - ***Number of All Assisted Household Members by Gender***
 - Self Identified Male/ Self Identified Female/ Other/ Unknown or Not Reported

Proposed Changes for Future Household Reports

Reporting Enhancements – Items Removed from FY 2023 Onwards

- Items Proposed for Removal beginning with the FY23 Report:
 - *Number of Applicant Households by Assistance Type (Section IV)*
 - *Number of Applicant Households by Poverty Interval (Section V)*

Final Reminders

Household Report Resources

- **FY 2022 Household Report AT & Instructions**
 - <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-2023-01-liheap-household-report-short-form-and-long-form-ffy-2022>
- **2021 HHS Poverty Guidelines to use for Poverty Intervals:**
 - <https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2021-02-federal-poverty-guidelines-optional-use-federal-fiscal-year>
- **“Check Before You Submit” Document:**
 - https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/Household-Report-Check-Before-You-Submit-Document.pdf
- **Required Reports Support on the LIHEAP PMW:**
 - <https://liheappm.acf.hhs.gov/required-reports/>

Final Reminders

OLDC Resources

- OLDC is accessed through Grant Solutions.
- Log-in to Grant Solutions at <https://www.grantsolutions.gov/gs>
- Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
- If you need assistance, please contact Grants Center Of Excellence Systems Help Desk:
 - (866) 577-0771
 - help@grantsolutions.gov

Final Reminders

Upcoming Training Webinars

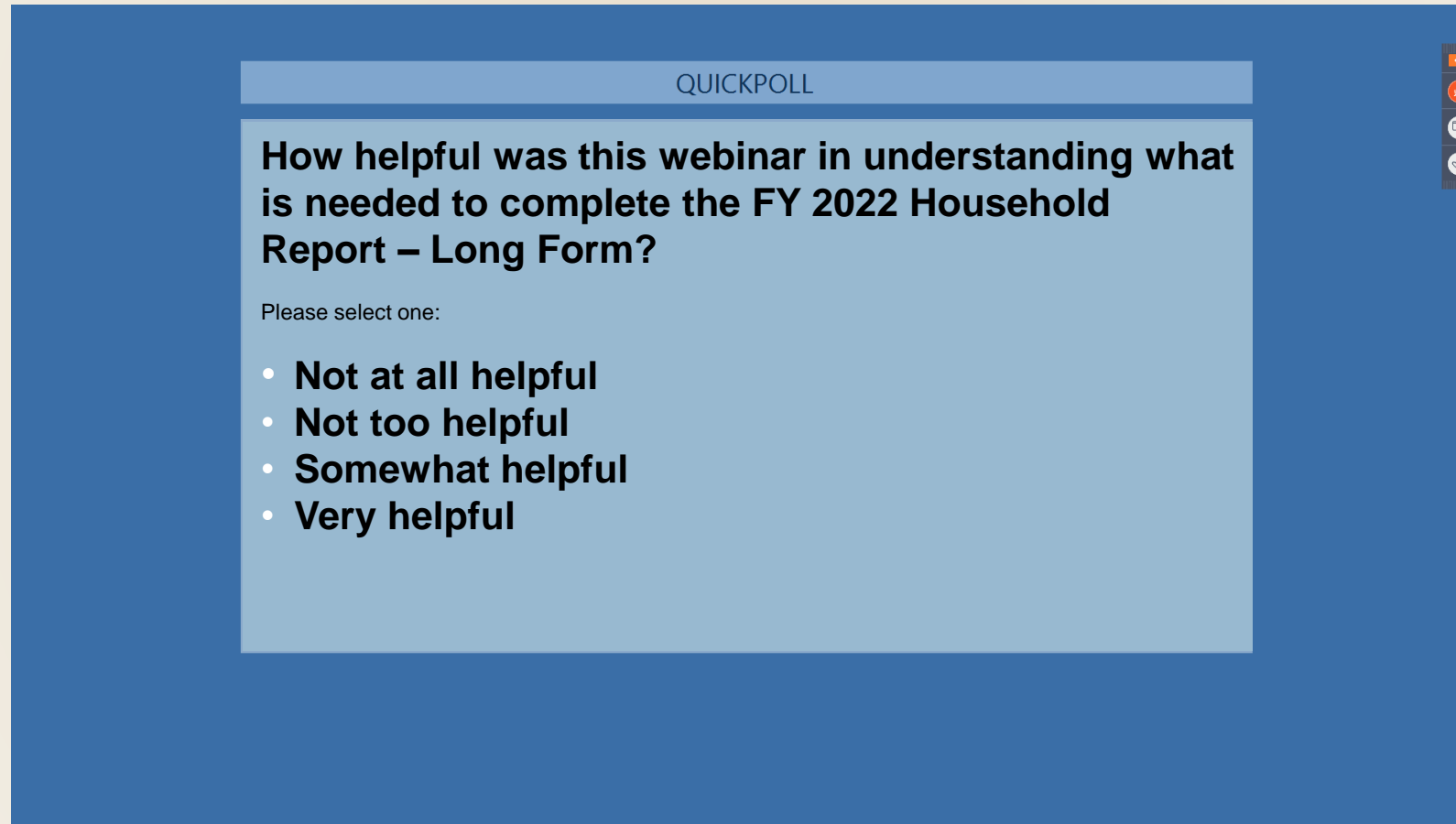
- We will be conducting webinars for the FY 2022 Grantee Survey and Performance Measures Report.
- A webinar on each will be offered in December and repeated in January for those who are unable to attend in December.
- HHS will be sending the registration information for these webinars soon.

Final Reminders

Other Resources

- **New: LIHEAP Data Case Study Vignette on Geospatial Analysis**
 - <https://www.youtube.com/watch?v=DCI7rOEC9qg>

Audience Poll Question #2



QUICKPOLL

How helpful was this webinar in understanding what is needed to complete the FY 2022 Household Report – Long Form?

Please select one:

- **Not at all helpful**
- **Not too helpful**
- **Somewhat helpful**
- **Very helpful**

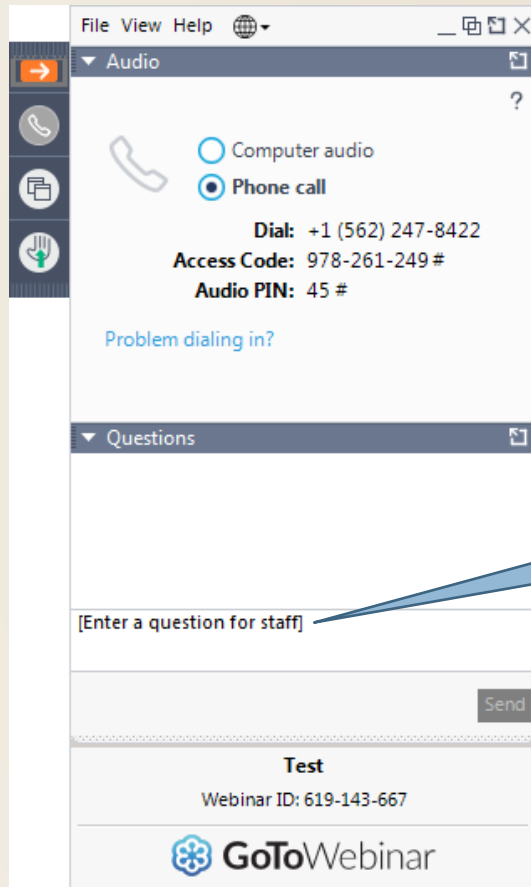
The screenshot shows a 'QUICKPOLL' interface within a blue-themed window. The poll question is 'How helpful was this webinar in understanding what is needed to complete the FY 2022 Household Report – Long Form?'. Below the question, it says 'Please select one:' followed by four radio button options: 'Not at all helpful', 'Not too helpful', 'Somewhat helpful', and 'Very helpful'. On the right side of the poll window, there is a vertical toolbar with icons for back, forward, home, and a list of participants.

Final Reminders

Support Resources

- OCS liaisons
 - <http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>
- Grants Center Of Excellence systems Help Desk
 - help@grantsolutions.gov
 - (866) 577-0771
- APPRISE Team
 - Nicolas Mititelu, nicolas-mititelu@appraiseinc.org; 609-252-9055
 - Moiz Ali Jehangir, Moiz-Jehangir@appraiseinc.org; 609-252-9052
 - Pragya Chauhan, Pragya-Chauhan@appraiseinc.org; 609-252-8011
 - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org; 609-252-9050

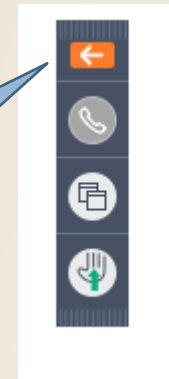
GoToWebinar Question Box



Enter text here to ask a question.

If the sidebar is minimized, it will look like this:

Click this button to expand sidebar.



Extra Slides on Using OLDC




ADMINISTRATION FOR
CHILDREN & FAMILIES

Submitting the Report

Accessing OLDC

- OLDC is accessed through Grant Solutions, accessed at <https://www.grantsolutions.gov/gs>
 - Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
 - Click “Report Form Entry”
 - Select, “Low Income Home Energy Assistance” as the program, your state/agency as the grantee, and “Carryover and Reallotment” as the report.
 - Click the plus sign icon under the **10/01/2021 - 09/30/2022** to access the report.

Reporting Period ▾	Type ▾	Report Status ▾	Actions ▾
10/01/2022 - 09/30/2023	Annual		+
10/01/2021 - 09/30/2022	Annual		+
10/01/2020 - 09/30/2021	Annual		+











Submitting Your Final Report

- If the preliminary form status is “Submitted” (not yet accepted by your liaison):
 - In the Report Status page screen, click “Unsubmit Report”.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Original	Submitted	07/31/2019	Unsubmit Report Review	HTML Print Form <input type="button" value="Go"/>

- Then you will have to click “View Original” to go into your report and click “Uncertify”. At that point, the fields in your report will become editable again. The system will not keep a copy of your old report.
- If the preliminary form status is “Submission Accepted by CO” (i.e. accepted by your liaison):
 - In the Form Selection Page, click the icon that resembles a blank sheet of paper:

Reporting Period ▾	Type ▾	Report Status ▾	Actions ▾
10/01/2020 - 09/30/2021	Annual		+
10/01/2019 - 09/30/2020	Annual	Submission Accepted by CO	   
10/01/2018 - 09/30/2019	Annual	Submission Accepted by CO (Revision #1)	   

- This will create a new, editable version of your report. A copy of the old one will be kept in the system.

Final Reminders

OLDC Resources

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